

Veterinary Medical Officer, GS-0701-12
APHIS-Animal Care
EASTERN REGION

May 2005 version submitted to USDA/OPM/OMB to show alignment in a USDA mission-critical job series.

1. Animal Care Inspection, Reporting, and Compliance Results

2. Managing Resources & Reporting Work Accomplishments
3. Public Relations and Liaison Duties
4. Safety and Health & Special Initiatives

Notes: This performance plan represents an early effort at ALIGNMENT with RESULTS and MEASURES for the to meet reporting Human Capital Mgmt. Plan reporting requirements to USDA/OPM/OMB.

- Element 1 is the strongest work results element: it shows excellent alignment, directly to Animal Care's mission.
- It has good results and measures based on completing assignments in accordance with Animal Care's established work processes.
- In an exercise where OPM returned a number of USDA performance plans for more work on alignment and measures, OPM found this plan ACCEPTABLE, based on Element 1.

Element 1

Animal Care Inspection, Reporting, and Compliance Results

The Veterinary Medical Officer is responsible for completing AWA inspections and reinspections of licensed and registered facilities in his/her assigned areas, and as assigned by the Regional Office.

Alignment: This element supports the accomplishment of Animal Care's mission of enforcing the statutory and regulatory provisions of the Animal Welfare Act (AWA) and the Horse Protection Act (HPA).

Evaluation is based on the supervisor's observations, review of work results and documentation, feedback from AC staff and stakeholders, and any external audits or reviews. The supervisor finds that in almost all cases:

- Any areas of noncompliance with the AWA, regulations, and standards are accurately identified and documented.
- Noncompliance risk assessments of assigned facilities are completed in accordance with the Risk-Based Inspection System.
- Inspections are prioritized and scheduled in accordance with the Risk-Based Inspection System and Animal Care policy. If the RBIS schedule cannot be met, promptly communicates with the supervisor to plan and implement a satisfactory inspection schedule (including requesting assistance).
- The VMO responds to complaints and conducts searches for unlicensed/unregistered facilities, with findings reported findings to the Regional Office within 10 days, or as directed.
- Enforcement actions to ensure the proper care and well-being of the animals at assigned facilities are appropriate and initiated timely
- Horse Protection duties and assignments are completed in accordance with prescribed Animal Care policies and procedures.
- Animal Welfare and Horse Protection reports are completed in accordance with Animal Care Policy and submitted to the Regional Office within assigned timeframes.

Element 2

Managing Resources & Reporting Work Accomplishments

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- Activity reports are completed and submitted in accordance with Animal Care Policy.
 - Schedules and performs duties in a manner that utilizes time efficiently while adhering to the "First 40 Hours" tour of duty.

- Equipment and vehicles are properly maintained in accordance with the manufacturer's recommendations and APHIS policy (e.g., government vehicles are maintained in safe working condition and annual inspections are completed).
- There are no more than 5 instances per year when reports (activity, itineraries, telephone charges, bank card statements, travel vouchers, etc.) are not submitted in accordance with established policy without valid justification.

Element 3

Public Relations and Liaison Duties

- Maintains good working relationships and communications with organizations, interest groups, consumers, and other government agencies in a manner that exemplifies service and enhances confidence in the Region, Animal Care, APHIS, and the Department.
- Actively participates in meetings or discussions with the Animal Welfare community, the horse industry, as related to the Horse Protection Act, and/or other government agencies at the local, state, regional, or national level.
- Assists the Regional Director in developing and implementing outreach initiatives to improve public understanding and support of Animal Care policies and programs.
- Perform all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and others in performance of all official business, including program delivery.
- Demonstrate an awareness of equal opportunity and civil rights policies and responsibilities of the Agency and Departmental goals of valuing a diverse yet unified work force.

Element 4

Safety and Health & Special Initiatives

Safety and Health

- Maintains an awareness of APHIS and Animal Care policies, initiatives, and procedures relating to safety, health, and accident prevention.
- Ensures that work is performed with strict adherence to safety and health requirements.
- Keeps required safety and First Aid equipment properly stocked and safely stored within the vehicle.
- Any vehicle accident or incidentally (e.g., a motor vehicle violation) must be reported to the supervisor within 24 hours.
- Adheres to the APHIS Safety and Health Manual and the Animal Care Occupational Safety and Health and Animal Exposure Surveillance program (OSH/AESP).

Special Initiatives

- Plans and completes special initiatives in concurrence with or as assigned by the supervisor (including duties outside the assigned area) in a logical and organized manner, within designated timeframes. These activities may include foreign animal disease initiatives, detail to the Regional Office, pilot projects, Strategic Teams, and others.
- Evaluation will also be based on the quality of the contribution to these special initiatives.